



611 N. Dunlap Avenue | Savoy, Illinois 61874 | Phone: (217) 359-5894 | Fax: (217) 359-0202 | www.savoy.illinois.gov

Parks and Recreation Department
Recreation Center
Job Advertisement

Position: Part -Time Team Member

Reports to: Facility Manager

Wage Range: \$13.00 per hour

Qualifications: High school graduate or equivalent; 1-2 years of experience in secretarial, customer service or front office work; or any relevant combination of education, experience and training which provides the required knowledge, skills, and abilities.

General Purpose

Our Part-Time Team Members are responsible for the day-to-day operation of the front office at the Recreation Center. Team Members will perform a variety of customer service and clerical duties. Team members will also assist with the cleaning of the Recreation Center.

Duties and Responsibilities

Job responsibilities include, but are not limited to, providing excellent customer service (including greeting patrons upon arrival, answering phones, giving tours of the facility, etc.); selling memberships and assisting members with fitness questions; wiping down machines and maintaining a clean fitness center; creating flyers; handling customer inquiries; various administrative tasks; and opening or closing the Recreation Center. Candidate should have above average math skills and have excellent customer service skills.

Hours: Morning:	5:45-10:45am
Evening:	3:15pm-8:15pm
Saturday Morning:	5:45am-12pm
Saturday Evening:	11:45am-6:15pm

How to Apply

Email a resume or employment application to Facilities Manager, Jayla McGhee Email: Jayla.mcgee@savoy.illinois.gov Resume or applications may also be given in person at the Recreation Center at 402 Graham Drive, Savoy. This position is open until filled.